

# M&E Framework

Now that you're on the verge of getting your solution out into the world you'll need a dedicated plan for tracking effectiveness. There are lots of ways to Monitor and Evaluate (M&E) your solution, the key is to understand what measurement is right for you.

A Monitoring & Evaluation Framework is an outline for how you will track effectiveness of your solution out in the world. This worksheet will help you scope out a basic M&E approach, including the key indicators that you want to track and the data gathering methods that you will use.

## How to Use It

Fill your indicators into the worksheet, and work through the columns to determine how your data will be collected and used later.

You might find that you need to adjust some indicators based on what data you can feasibly collect. Remember too that outcomes can take time, so set realistic timelines for when certain results can practically be observed.

Now is a good time to assess too whether your team is the best suited to lead the M&E in practice. You may need to hire a more specialized team to run more advanced measurement approaches, such as surveys or experiments.

## What Next?

Update and refine your M&E Framework as you iterate upon your solution or data and evidence needs change.

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MONITOR AND EVALUATE  
METHOD WORKSHEET

|                 | <b>Data Source</b><br><i>How will it<br/>be measured?</i> | <b>Frequency</b><br><i>How often will it<br/>be measured?</i> | <b>Baseline</b><br><i>What is the<br/>current value?</i> | <b>Target</b><br><i>What is the<br/>target value?</i> | <b>Action</b><br><i>Who will use this<br/>data? When and how?</i> |
|-----------------|---|---|--|---|---|
| <b>Outcomes</b> |   |   |  |   |   |
| Indicator 1     |   |   |  |   |   |
| Indicator 2     |   |   |  |   |   |
| Etc.            |   |   |  |   |   |
| <b>Outputs</b>  |   |   |  |   |   |
| Indicator 1     |   |   |  |   |   |
| Indicator 2     |   |   |  |   |   |
| Etc.            |   |   |  |   |   |